

HSDST DEGREE MILESTONE CHART

After Admission to the Program

- Stay in contact with the Degree Program Chair to make sure you have met all the requirements for enrollment for your first term.
- If you are assigned an advisor at the time of admission, communicate with your advisor on a regular basis and work together to determine the classes you need to take during your first term.
- If you were not assigned an advisor at the time of admission, the Degree Program Chair can assist you with your course selections for the first term.

CONSULT THE HSD HANDBOOK FOR MORE SPECIFIC INFORMATION ON EACH OF THE MILESTONES BELOW.

YEAR 1

TERM 1

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 601 "Human Dimensions of Science and Technology" core class (4)
- HSD 610 "Colloquium" (1)
- Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

GETTING STARTED

- Select a faculty member to serve as your **Second-year Project Advisor** by the end of the first term.

TERM 2

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 602 "Science, Power and Politics" core class (4)
- HSD 610 "Colloquium" (1)
- Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

SECOND-YEAR PROJECT PROSPECTUS and DEVELOP FIELDS

- Schedule regular meetings with your **Second-year Project Advisor** during the term.
- Select **TWO** additional members for your **Second-year Project Committee**.
- Write a **Prospectus for a Second-year Project** during HSD 602 and get it approved by the Second-year Project committee members. Attach a copy of the prospectus to the **Second-year Project Prospectus Approval Form** and get the signatures of your committee members and submit to the degree program chair.
- Begin to discuss and develop **Fields** with your advisor so you know what classes to take next term.
- At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Graduate Program Academic Advisor in INTDSB 256.

Human and Social Dimensions of Science and Technology

Second-Year Project Prospectus Approval Form

Students who are collecting human subjects data as part of their research must submit their research proposal to the Institutional Review Board (IRB) submission along with their advisor. All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval.

Form instructions:

1. The student completes Part I, enters names of committee members, prints form and *attaches a copy of the completed **Second-Year Project Prospectus***.
2. Committee members sign indicating approval of project.
3. HSD Degree Program Chair signs indicating program approval of project.
4. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

Part I. Project Information

Name: _____ ID Number: _____ Date: _____

Project title:

Abstract:

Attach copy of your Second-Year Project Prospectus to this form.

Part II. Second-Year Project Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair Name (printed)	Signature	Date

STUDENT: Student must complete BOTH PAGES of the form. Fill in all the information on pages 1 and 2. **Schedule a committee meeting with your supervisory committee to review your progress. ATTACH THESE ITEMS: Current CV, separate document with Self-Evaluation and Goals for the Coming Year, copy of Plan of Study (if POS has been filed/approved by Graduate College) and all milestone paperwork to date (second year project, fields, etc).**

FACULTY MENTOR: Faculty Mentor must enter his/her comments on page 2 (include comments from committee members), review the form with the student, get the student's signature, and submit the completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

STUDENT INFORMATION

LAST NAME		FIRST NAME		M.I.	DATE (00/00/0000)
ASU AFFILIATE ID (10-DIGIT)		ASU EMAIL ADDRESS		ALTERNATE EMAIL ADDRESS	
SEMESTER, SESSION, & YEAR ADMITTED TO DEGREE PROGRAM		DATE PLAN OF STUDY WAS SUBMITTED BY STUDENT DATE PLAN OF STUDY RECEIVED FINAL APPROVAL			
GRADUATE COURSEWORK GPA (all courses on ASU transcript 500 level and above)		PLAN OF STUDY GPA (all courses listed on POS)			
CUMULATIVE GPA (all post-baccalaureate coursework on ASU transcript)		COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE			

FACULTY MENTOR INFORMATION

LAST NAME	FIRST NAME
-----------	------------

CORE COURSES (8 credits)

Course	Term/Session/Year Taken	Grade
HSD 601		
HSD 602		

COLLOQUIUM (4 credits)

Course	Term/Session/Year Taken	Grade
HSD 610		
HSD 610		
HSD 610		
HSD 610		

SECOND YEAR PROJECT PROSPECTUS APPROVAL FORM SUBMITTED – Date

SECOND YEAR PROJECT COMPLETION FORM SUBMITTED – Date

FIELDS PROPOSAL FORM SUBMITTED – Date

MAJOR FIELD 1 Title:

Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

MAJOR FIELD 2 Title:

Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

MINOR FIELD 3 Title:

Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

COMPREHENSIVE EXAMS/DISSERTATION PROSPECTUS

- “Approval to Schedule Dissertation Prospectus Defense Form” Submitted – Date
- Dissertation Prospectus Defense
 - Completed
 - Scheduled – Day, Time & Location
- “Report of Doctoral comprehensive Examinations and Approval of the PhD Dissertation Prospectus” form submitted – Date
- Evaluation Rubric for Dissertation Prospectus submitted – Date

DISSERTATION

Preliminary Dissertation Seminar

- Completed
- Scheduled – Day, Time & Location -

Dissertation Defense

- Completed
- Scheduled – Day, Time & Location -

INTENDED GRADUATION

Year: Spring Summer Fall

FACULTY MENTOR COMMENTS (attach separate sheet of paper if necessary)

Faculty Mentor Assessment of progress:

- Student is making timely progress towards degree.
- Student is not making satisfactory progress and needs to address the issues above.

Student Signature acknowledging that he/she reviewed the completed form with Faculty Mentor:

Student Signature _____ Date _____

Faculty Mentor Signature _____ Date _____

Head of Academic Unit Name:

- Student is making timely progress
- Student is not making satisfactory progress

Head of Academic Unit Signature _____ Date _____

YEAR 2

TERM 3

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 610 “Colloquium” (1)
 - HSD 692 “Second-year Project” (3)
 - Classes appropriate towards your Fields (list classes and credits below)
-
-
-

**FINALIZE DISSERTATION COMMITTEE,
BEGIN WORK ON SECOND-YEAR PROJECT,
SUBMIT FIELDS PROPOSAL FORM, and SUBMIT
PLAN OF STUDY**

- Select **Dissertation Supervisory Committee Chair** and finalize all members of your **Dissertation Supervisory Committee**.
- Research and begin writing the **Second-year Project** research paper.
- Develop a **Fields Proposal Form** in consultation with your **Dissertation Supervisory Committee Chair** based on discussions from Term 2. Submit completed form to Program Chair for approval.
- File **Plan of Study** by the end of the term. Use forms from previous terms to submit POS:
 - **Applying Master’s and/or Pre-Admission Credit to the HSD Ph.D. POS** (if you have credits from a previous master’s program or took applicable classes before admission to the program that you want to use towards your degree – consult with your Dissertation Supervisory Committee Chair; get signatures from Committee Chair and Program Chair)
 - **Fields Proposal Form** (signed by Dissertation Supervisory Committee Chair and Program Chair)
 - **Plan of Study Template Form** (fill in this form based on the two forms above and in consultation with your Dissertation Supervisory Committee Chair)
 - Enter the information from the **Plan of Study Template Form** into the **online POS through MyASU**. (see [“How to submit your Plan of Study”](#))
 - **Email** the THREE forms above to the HSD Graduate Program Academic Advisor and request review of your POS.

TERM 4

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 610 “Colloquium” (1)
 - HSD 692 “Second-year Project” (3)
 - Classes appropriate towards your fields – refer to your approved POS from Term 3 (list classes and credits below)
-
-
-

**COMPLETE THE SECOND-YEAR PROJECT
and FIRST FIELD EXAM**

- Finish up research and writing on the **Second-year Project** research paper.
 - Schedule your **oral presentation and defense of your Second-year Project** prior to the end of the term.
 - Complete all requirements for the Second-year Project – written research paper and oral presentation.
 - Complete the **Second-year Project Completion Form**, attach a copy of your written report, and get the signatures of your **Second-year Project Committee members**. Submit the completed paperwork to the Program Chair.
- Study for and complete at least one **Field**.
 - Hold a meeting with your **Dissertation Supervisory Committee** and agree on the **bibliography for your first field** and **format for field mastery exams**. **Schedule** your first field mastery exam.
 - **Complete your first field mastery exam** by the end of the fourth term.
 - File your signed **Field Completion Form** for this first field with the Program Chair.
- At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Graduate Program Academic Advisor in INTDSB 256.

Human and Social Dimensions of Science and Technology

Applying Master's and/or Pre-Admission Credit to the HSD Ph.D. POS

Form instructions:

1. In consultation with the advisor, the student completes all sections of the form other than signatures.
2. The student's Faculty Advisor and HSD Degree Program Chair sign, indicating approval.
3. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Part I. Considerations

The HSD program allows Ph.D. students to apply hours from a previously conferred master's degree and/or graduate hours taken before beginning the HSD Ph.D. to the POS with program approval. The hours must meet the following criteria.

1. Work should provide skills or knowledge directly relevant to the conduct of the HSD Ph.D. research.
2. Up to 30 hours from a master's degree and up to 12 hours of pre-admission credits, for a total of no more than 42 hours, can be applied to the HSD Ph.D. POS.
3. HSD Ph.D. students may apply up to 9 hours from a conferred master's or pre-admissions hours towards one or more of their fields. Additional hours may be applied towards required courses, methods training, or electives.
4. One field may be drawn entirely from previous work. In this case, the student submits a "Field Completion Form" specifying how the student demonstrated mastery of the field along with this form. The "Field Completion Form" will be considered complete with the signatures of the student's advisor and the HSD program chair.
5. The hours must be approvable under Graduate College rules. For pre-admission credits this means:
 - a. The hours may not have been applied to another degree.
 - b. Hours must be for 500-level or higher courses.
 - c. Grades for these hours must be "B" or better.
 - d. Students must have completed the courses no more than three years before the semester and year of admission to the HSD Program.

(complete Parts II and III on page 2)

Part II. Hours to be applied to HSD Ph.D. POS

Previous Degree:

Degree Conferral Date:

Institution:

Total master's hours:

CHECK THIS BOX IF A BLANKET 30 CREDITS are being used, attach a copy of the transcript showing coursework and degree awarded; you do not need to list the courses below

Pre-Admission Credits – LIMITED TO 12 CREDITS

Date(s):

Institution(s):

Total pre-admission hours:

List Pre-Admission Courses below

HSD Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)

Part III. Approvals

Name	Signature	Date
Faculty Advisor Name:		
HSD Degree Program Chair Name:		

Human and Social Dimensions of Science and Technology

Fields Proposal Form

NOTE: Any Independent Study courses (ex. HSD 590) as well as any other courses that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.

Form instructions:

1. In consultation with the advisor, the student completes all sections of the form other than signatures.
2. The student's Faculty Advisor and HSD Degree Program Chair sign, indicating approval.
3. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Part I. Major Field 1

Field title:

Short description of field content

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

Part II. Major Field 2

Field title:

Short description of field content

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

Part III. Minor Field

Field title:

Short description of field content

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

Part IV. Approvals

Name	Signature	Date
Faculty Advisor name:		
HSD Degree Program Chair Name:		

Human and Social Dimensions of Science and Technology

Plan of Study Template

Instructions:

1. In consultation with the faculty advisor, the student completes all sections of the template to identify courses that will be entered into the online plan of study. Students may use their own Word or Excel document as long as it contains the same information.
2. Student submits the template *electronically* to the HSD Graduate Program Academic Advisor for program review. **Note:** *The Field Proposal Form must be submitted before or at the same time as the Plan of Study Template.*
3. When the template is approved, the student enters exactly the approved courses into the online iPOS, then notifies the HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
HSD 601: Core Seminar (4 hrs)								
	HSD 601	Core Seminar	4					
HSD 602: Core Seminar II (4 hrs)								
	HSD 602	Core Seminar	4					
HSD 692: Second-year Project (6 hrs)								
	HSD 692	Research						
	HSD 692	Research						
HSD 610: Colloquium (4 hrs)								
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
Coursework for Field 1 (9 hrs)								
Coursework for Field 2 (9 hrs)								
Coursework for Field 3 (6 hrs)								
Courses for Methods Training (0-6 hrs)								
Electives or HSD 792: Research (21-27 hrs)								
HSD 790: Dissertation Prospectus (3 hrs)								
	HSD 790	Reading and Conference	3					
HSD 799: Dissertation (12 hrs exactly)								
	HSD 799	Dissertation						
	HSD 799	Dissertation						

Human and Social Dimensions of Science and Technology

Second-Year Project Completion Form

Form instructions:

1. The student completes Part I, enters names of committee members, prints form and *attaches completed second-year project*. (Note: The second-year project committee does not have to be the same as the dissertation committee or formally appointed through the iPOS system.)
2. Committee members sign indicating approval of final project.
3. HSD Degree Program Chair signs indicating program approval of project.
4. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

ATTACH A COPY OF THE SECOND YEAR PROJECT DOCUMENT.

Part I. Project Information

Name:

ID Number:

Date:

Project title:

Abstract:

Part II. Second-Year Project Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair Name	Signature	Date

Human and Social Dimensions of Science and Technology

Field Completion Form

(use one form for each field)

NOTE: Any Independent Study courses (HSD 590, etc.) that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.

Form instructions:

1. In consultation with committee, student completes all sections of the form other than signatures.
2. Committee members and HSD Degree Program Chair sign indicating the student's successful completion of the field.
3. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

ATTACH A COPY OF THE FIELD DOCUMENT.

Part I. Field Description

Name:

ID Number:

Date:

Field title:

Major Field? Minor Field?

Short description of field content

--

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

Part II. Bibliography

Attach a bibliography of materials mastered by the student.

Part III. Field Mastery Plan

Summarize format for demonstrating mastery of the field, such as a field exam, field paper, or exemplary course paper.

--

Part II. Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair	Signature	Date

YEAR 3

TERM 5

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 790 Dissertation Prospectus (3)
- HSD 792 Research or, in exceptional circumstances, classes appropriate towards your fields – refer to your approved POS from Term 3 (list classes and credits below)

COMPLETE FIELDS AND DRAFT DISSERTATION PROSPECTUS

- Hold a meeting with your **Dissertation Supervisory Committee** and agree on the **bibliography for your second and third fields. Schedule** your second and third field mastery exams.
- Complete your **second and third field mastery exams** by the end of the fifth term.
- File your signed **Field Completion Forms** (one for each field; form on previous page) for the second and third fields with the Program Chair.
- In consultation with your Dissertation Supervisory Committee, **complete an initial draft of your Dissertation Prospectus.**

TERM 6

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

- HSD 792 Research (as needed)
- HSD 799 Dissertation (12)

DEFEND DISSERTATION PROSPECTUS and BEGIN DISSERTATION RESEARCH

- Hold a meeting with your **Dissertation Supervisory Committee** to **review committee feedback on your Prospectus draft.** If the committee feels you are ready to defend your Prospectus, complete the **Approval to Schedule Dissertation Prospectus Defense form** and submit to the HSD Graduate Program Academic Advisor in INTDSB 256.
- Schedule** the Oral Defense for your Prospectus.
- As soon as the defense is scheduled with your committee, **notify the HSD Graduate Program Academic Advisor of the date** of your defense.
- Two weeks before the defense, provide your committee with a **final copy of the Dissertation Prospectus.** If any additional revisions are needed, make those before the defense.
- Obtain the official SFIS **Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus** form from HSD Graduate Program Academic Advisor in INTDSB 256.
- All committee members must be represented at the defense. If one or more committee members will attend remotely, notify HSD Graduate Program Academic Advisor in INTDSB 256. For more information see "[Completing Your Degree - Defenses.](#)"
- Take the **Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus** form to the defense and obtain all signatures.
- Finalize and defend your Dissertation Prospectus.** (This satisfies the Oral and Written Comprehension Exam requirements as well and advances you to candidacy.)
- Begin dissertation research.**
- At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Graduate Program Academic Advisor in INTDSB 256.

Human and Social Dimensions of Science and Technology

Approval to Schedule Dissertation Prospectus Defense

Form instructions:

1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may schedule the dissertation prospectus defense.
3. HSD Degree Program Chair signs indicating program approval.
4. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Part I. Requirement completion

Requirement	Date completed	HSD Form Filed
iPOS, including full committee		na
HSD 601, Core Seminar I		na
HSD 602, Core Seminar II		na
Second-Year Project		<input type="checkbox"/>
Field 1 (major)		<input type="checkbox"/>
Field 2 (major)		<input type="checkbox"/>
Field 3 (minor)		<input type="checkbox"/>
Draft dissertation prospectus		na

Part II. Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair	Signature	Date

Instructions and Process

1. Part I. The student should complete Part I and bring the form to their Comprehensive Exams. Before the exams the student should have an approved iPOS and full committee appointed. The supervisory committee listed below should match the approved Plan of Study.
2. Part II. After the exams the Committee Chair will fill in Part II with the dates you passed your exams.
3. Part III. The examining committee members complete Part III by signing the form and indicating their votes of Passed or Failed.
4. Part IV. The Head of the Academic Unit completes Part IV noting the final result of the examinations. The final result is based on a majority vote.
5. Part V. If student is completing their Dissertation Prospectus at the same time as the

comprehensive exams, they would have their committee sign Part V before turning the form into the SFIS Graduate Staff.

- PLEASE NOTE: The Chair and/or Co-Chairs must also complete and sign page 2.**
6. All test results including failure in any one of the required examinations, should be reported. Failure in the comprehensive examinations is considered final unless the student petitions for a re-examination, the supervisory committee and the head of the academic unit recommend, and the Vice Provost for the Graduate College approves the re-examination.
 7. Candidates: Upon successful completion of Comprehensive Exams and Dissertation Prospectus, the Vice Provost for the Graduate College will send you a letter from MyASU informing you have advanced to candidacy.

Part I: Student Information - to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#
DOCTOR OF PHILOSOPHY	MAJOR: Human and Social Dimensions of Science and Technology	

Part II: Examination Dates (MM/DD/YY) – to be completed by Committee Chair

DATE ORAL COMPREHENSIVE EXAMINATION TAKEN	DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN
---	--

Part III: Examination Results

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>

Part IV: Final Result - to be completed by the Head of the Academic Unit

PASSED <input type="checkbox"/>	FAILED <input type="checkbox"/>	SIGNATURE: _____ UNIT	DATE
---------------------------------	---------------------------------	-----------------------	------

Part V: Approval of the Dissertation Prospectus

TITLE OF THE DISSERTATION PROSPECTUS			
DATE: (MM/DD/YY)			
PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>

GRADUATE DISSERTATION SUPERVISORY COMMITTEE. If the Graduate Dissertation Supervisory Committee, as listed above, is different than the committee listed on the approved Plan of Study, the student should submit a Graduate Dissertation Supervisory Committee Change Form through MyASU to officially change the committee BEFORE the defense.

Dissertation Prospectus Assessment

Part I: Student Information – to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#
Degree PhD	MAJOR Human & Social Dimensions Science and Technology	
DISSERTATION PROSPECTUS TITLE		COMPLETION DATE – MM/DD/YYYY

Part II: Prospectus Assessment – to be completed by Co-Chair and/or Co-Chairs

DISSERTATION PROSPECTUS EVALUATION RUBRIC					
AREAS OF PERFORMANCE	4	3	2	1	
	Excellent	Good	Satisfactory	Poor	Unsatisfactory
1. Justification - Identifies and justifies an important theoretical problem					
2. Methods - Presents a well designed plan for collecting and analyzing data					
3. Feasibility - Documents the feasibility of the significance of the project					
4. Organization – Presents justification, methods, and feasibility in a compelling narrative structure					
5. Completeness – Includes all of the necessary components of the proposal as spelled out in the call for proposals					
6. Grammar and Rhetoric – follows the proper rules of writing and uses words and language appropriately					

CHAIR/CO-CHAIRS of DISSERTATION SUPERVISORY COMMITTEE	SIGNATURE	DATE
CHAIR (CO-CHAIR)		
CO-CHAIR (if applicable)		

Human and Social Dimensions of Science and Technology

Graduation Guidelines and Permission to Schedule Dissertation Defense

Form instructions:

1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may officially schedule the final dissertation defense with the Graduate College.
3. HSD Degree Program Chair signs indicating program approval.
4. Student delivers form to HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Part I. Requirement completion

Requirement	Date completed	HSD Form Filed
iPOS, including full committee		na
HSD 601, Core Seminar I		na
HSD 602, Core Seminar II		na
Second-Year Project		<input type="checkbox"/>
Field 1 (major)		<input type="checkbox"/>
Field 2 (major)		<input type="checkbox"/>
Field 3 (minor)		<input type="checkbox"/>
Written Comprehensive Exam		<input type="checkbox"/>
Oral Comprehensive Exam		<input type="checkbox"/>
Dissertation Prospectus		<input type="checkbox"/>

Part II. Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair	Signature	Date

YEARS 4 and 5

TERMS 7-9

REQUIRED CREDITS for each TERM = 1
RECOMMENDED CREDITS for each TERM = 1

REQUIRED CLASSES:

- HSD 799 Dissertation (1 each term)

CONTINUE DISSERTATION RESEARCH

- Hold a meeting *each term* with your **Dissertation Supervisory Committee** to review progress.
- Once you have completed 2-3 dissertation chapters, contact your committee to set up a time for a **Preliminary Dissertation Seminar** to present your research to your committee and the HSD program faculty and students. Contact HSD Graduate Program Academic Advisor in INTDSB 256 to schedule your seminar.
- Review your Plan of Study** to make sure your transcript matches your Plan of Study. If not, contact the HSD Graduate Program Academic Advisor in INTDSB 256 to help you with POS reviews.
- At the end of each Spring Term**, you will receive an **Annual Progress Report** to complete and return to HSD Graduate Program Academic Advisor in INTDSB 256.

FINAL TERM 10

REQUIRED CREDITS = 1
RECOMMENDED CREDITS = 1

REQUIRED CLASSES:

- HSD 799 Dissertation (1)

DEFEND DISSERTATION

Pay close attention to all deadlines!

[Defense Information on the Graduate College website](#)

- Submit a draft dissertation** to your committee by the *beginning of the term* in which you plan to defend.
- Hold a meeting at the **beginning of the term** with your **Dissertation Supervisory Committee** to plan the **schedule and process for defending your dissertation**.
- Get feedback from your committee on your draft dissertation and make revisions.
- As soon as you have a date for your dissertation defense, submit the "**Permission to Schedule Dissertation Defense**" form and work with the HSD Graduate Program Academic Advisor to **reserve a room for your Dissertation Defense**.
- If you have committee members who cannot attend in person, notify the HSD Graduate Program Academic Advisor in INTDSB 256. (<https://graduate.asu.edu/sites/default/files/absent-committee-member-procedures.pdf>)
- Immediately after you reserve your room, go into your MyASU and **officially schedule the defense through the Graduate College**. This must be done no later than 10 working days prior to the scheduled defense date (<https://graduate.asu.edu/sites/default/files/10-working-day-calendar.pdf>)
 - Sign in to MyASU
 - Locate the "My Programs and Degree Progress" box
 - Select the "Defense" tab
 - Click on the "Next Steps" link
 - Click on the "Schedule my defense" link
- Once you have submitted the request to schedule a defense through your MyASU, the **request must be approved by your academic unit**; your defense is not officially scheduled until approved.

(continued on next page)

(FINAL TERM 10 continued)

- Once your committee agrees that you have a defense ready dissertation draft, and you have scheduled your defense, you must **submit your complete, defense ready document** both to your committee, at least two weeks before the defense, and load to the Graduate College Dropbox within 10 calendar days of your defense.
- Complete the **Survey of Earned Doctorates**.
- Apply for Graduation** through MyASU (pay attention to deadline!).
- RSVP for Graduation Ceremonies**. You are welcome to attend any application ceremonies, but you should definitely RSVP for Graduate Commencement.
- Three to five days prior to your defense, make sure your Dissertation Supervisory Committee Chair has received the **“Announcement and Report for Doctoral Dissertation Defense” form** from the Graduate College.
- Defend your Dissertation and secure all signatures**. If revisions are required, make sure you complete them before the deadline. Remember that you will have to go through the Graduate College format approval after revisions.
- If revisions will take longer than 10 days after the defense** to complete, a copy of the prelim **“Announcement and Report for Doctoral Dissertation Defense” form** is sent to the Graduate College so they know the defense occurred.
- The advisor will review requested revisions and, when satisfied, signs the revision section of the **“Announcement and Report for Doctoral Dissertation Defense” form**.
- Turn in the completed **“Announcement and Report for Doctoral Dissertation Defense” form** to the HSD Graduate Program Academic Advisor in INTDSB 256.
- Submit final Dissertation document to UMI/ProQuest**. You must have completed the following before you can upload to ProQuest:
 - Signed **“Announcement and Report for Doctoral Dissertation Defense” form submitted to the Graduate College** (all revisions required by committee/chair must be completed at this point)
 - **Receive approval from the Graduate College** (Ready for ETD/ProQuest) to upload to ProQuest